

List of Documents for Franchise Registration/Renewal

The applicant should make every effort to utilize the following naming conventions to facilitate our electronic processing and the documents should be listed in the following order. The exhibits may be renumbered and documents may be added or deleted from the list below.

Document index

CD #1

Application Transmittal Letter

Application Facing Page

Certification Page

Consent to Service of Process (not required for a CA corporation, limited partnership or limited liability company)

Corporate Acknowledgement

Supplemental Information

Sales Agent Disclosure Forms (redacted)

Guarantee of Performance (if any)

Auditor's Consent

Franchise Offering Circular/Disclosure Document (clean/marked copy)

Receipt

Exhibits:

Franchise Agreement (clean/marked copy)

Financial Statements

Area Development Agreement (if any)

List of Administrators

Agents for Service of Process

List of Franchisees

List of Former Franchisees

State Specific Appendix

Other Exhibits

CD #2

Customer Authorization of Disclosure of Financial Records

Sales Agent Disclosure Forms (un-redacted)